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## **CITY OF HOUSTON**

# **Job Posting**

Applications accepted from: 2

ALL PERSONS INTERESTED

Job Classification **Posting Number** Department

PN #109944 HOUSTON POLICE PROPERTY AND SUPPLY

Division Section

Reporting Location Workdays & Hours

1103 GOLIAD\*

VARIOUS SHIFTS AND DAYS OFF\*

INVENTORY MANAGEMENT CLERK

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS** 

ALL PROPERTY AND SUPPLY EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL DURING EMERGENCIES. EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING. Receives, packages, marks, enters and stores all articles of incoming property with accuracy, based on a random check. Releases property permanently or releases property temporarily to officers for use in court properly and accurately, based on a random check of 5 releases per month within a 12 month EPE cycle. Politely responds to request for assistance from public and members of the Police Department by telephone and in person. Maintains all log sheets and signature books, ensure that each line is filled out properly and correctly. Dispose of porno items. Ensures that the actual property matches invoices.

#### 10 **WORKING CONDITIONS**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

#### MINIMUM EDUCATIONAL REQUIREMENTS 11

Requires a high school diploma or GED.

#### MINIMUM EXPERIENCE REQUIREMENTS 12

Three months of inventory control, materials management, record keeping or clerical experience is required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

### MINIMUM LICENSE REQUIREMENTS

13 Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

#### 14 **PREFERENCES**

None.

#### 15 SELECTION/SKILLS TESTS REQUIRED

#### 16 SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment

### SALARY INFORMATION 17

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 9</u> 0 Biweekly \$18,018.00 - \$24,934.00 Annually \$693.00 - \$959.00 Biweekly

#### 18 **OPENING DATE** April 19, 2006

19 **CLOSING DATE** April 25, 2006

#### **APPLICATION PROCEDURES** 20

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer